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I. Introduction and Overview

- Background

On November 12, 1998, California voters passed Proposition 10, the “California Children and Families First Act of 1998.” The Act provided for a 50 cent per pack tax on cigarettes. The monies collected are to be used to fund anti-smoking and early childhood education programs, including parent education, health and childcare programs that promote early childhood development from prenatal through age five. County Commissions are established by each County’s governing board. Commissions are then responsible for adopting a strategic plan prior to the allocation of any funding. The Colusa County Children and Families Commission Strategic Plan, was based on the law and adopted September 12, 2000.

The Strategic Plan provides the backdrop for all funding decisions that will be made by the Commission. It identifies the four goal areas for the Commission, as well as key strategies, values, and guiding principles that the Commission has identified as necessary to successfully achieve these goals.

The following summarizes the Commission’s Vision, Mission and Goals as adopted in the Strategic Plan. Copies of the Strategic Plan are available at the Commission’s Office and on the Commission’s website at: www.ccfcc.ca.gov/colusa. It is strongly recommended that all applicants read the Strategic Plan thoroughly prior to submitting an application (all page numbers refer to the Strategic Plan).

VISION	We envision an era when all children in Colusa County spend their early childhood years in positive surroundings that help them to reach their full potential. Children are born healthy and enjoy happy lives in supportive, nurturing and loving environments. They are healthy, resilient, well adjusted, and ready to learn when they reach kindergarten. Their journey through childhood is enhanced by parents and caregivers that are informed, capable, and confident in their ability to guide children toward becoming productive members of society.	Page 1
MISSION	The Colusa County Children and Families Commission is committed to enhancing the lives of all children prenatal to age five and their families through a countywide, comprehensive, integrated system of early childhood development.	Page 1
GOALS	1.Improved Family Functioning: Strong Families 2.Improved Child Development: Children Learning and Ready for School 3.Improved Child Health: Healthy Children 4.Improved Systems: Integrated, Consumer-Oriented, Accessible Services	Pages 26-34

- Purpose of Mini-Grant Program

The Colusa County Children and Families Commission is pleased to announce the availability of funding for its Mini-Grant Program. The purpose of the Mini-Grant Program is to support community-based projects, which promote the development and support of young children and their families in Colusa County. The Mini-Grant Program is designed to help implement the goals and objectives detailed in the Commission’s Strategic Plan.

The Mini-Grant Program will provide small, one-time grants of up to \$5,000, depending upon the scope of the proposed project. The program will be funded out of a total pool of \$50,000.

All funds allocated under the Mini-Grants Program must be targeted toward Colusa County children ages 0 – 5 years old and their families in accordance with the Strategic Plan.

Funding is not intended for on-going programs and activities, but for one-time only support. Agencies/service providers may apply for as many mini-grants as they wish; however, no single agency or service provider may receive more than \$5,000 in total funding from the Mini-Grant Program in any one fiscal year.

Examples of potential mini-grants include, but are not limited to:

- One time events for children and families
 - Purchase of curriculum
 - Purchase of medical supplies
 - Development of training(s) and/or enrollment in appropriate training opportunities
 - Technical assistance/workshops
- Timeline for Mini-Grant Application Process

11/15/01	Mini Grant Applications available
12/03/01	Voluntary Conference and Technical Assistance Workshop
1/07/02	Deadline for Mini-Grant applications
2/12/02	Commission announces Awards

- Voluntary Applicant Conference and Technical Assistance Workshops

A voluntary, applicant conference and technical assistance workshop will be held on December 3, 2001. The workshop will give a general overview of the Mini-Grant process and application form and will allow an opportunity for a question and answer session.

II. General Information

- Funding Eligibility Criteria

The Commission will fund programs and services purposed by individual child care providers, non-profit, governmental, and for-profit entities and agencies, including school districts, local service agencies, neighborhood and community-based agencies, and faith-based and civic organizations.

- Contact Information

All questions concerning the Mini-Grant Program are to be directed to the official contact person:

Charlette Lauppe, Executive Director
Colusa County Children and Families Commission
570 6th Street
P. O. Box 367
Williams, CA 95987
Phone: 530-473-3927 ext. 200
Fax: 530-473-5990
Email: clauppe@ncen.org

- Application Submission Instructions

1. Use the attached Mini-Grant Application form as the cover sheet of your application.

2. Applications may be mailed or hand delivered; but regardless of the postmark date, **MUST** be received by the Commission before 4:00 p.m. on January 7, 2002. Applications, regardless of postmark or circumstance, received after the application submission deadline, will not be considered. Emailed or faxed proposals will not be accepted.
3. A complete application consists of:
 - a. Application Cover Sheet
 - b. A 1 page narrative of the project
 - c. Project Budget
 - d. Disclosure Statement
4. Submit an original and five copies of the application to:

Colusa County Children and Families Commission
570 6th Street
P. O. Box 367
Williams, CA 95987

- Award of Contracts

The Commission staff will review applications for completeness and applicability to strategic plan goals. The applications meeting these requirements will be presented to the Commission for final selection at a regular monthly Commission meeting. Applications will be reviewed based on the following:

- Need for project
- Relevance to Commission's objectives
- Project description
- Impact of project

Applications may be given full or partial funding. Applicants will be notified within 5 days after the Commission makes a decision. All funded applicants will be required to participate in the Commission's evaluation program.

- Rejection of Applications

The Commission reserves the right to reject any and all applications and to waive informalities or irregularities.

- Appeals Process

The Commission is the sole and final authority regarding the approval or disapproval of applications and the conditions under which they are funded. The Commission **will not** hear appeals for the Mini-Grant Program.

Colusa County Children and Families Commission Mini-Grant Program

Application Cover Sheet

Amount Requested: _____

Applicant Information

Name of Agency or Applicant: _____

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Short Project Description:

Population benefiting from project: _____

Please check the Commission goals/Strategic Plan Strategic Results this proposal addresses. Check all that apply:

- ☐ 1.Improved Family Functioning: Strong Families
- ☐ 2.Improved Child Development: Children Learning and Ready for School
- ☐ 3.Improved Child Health: Healthy Children
- ☐ 4.Improved Systems: Integrated, Consumer-Oriented, Accessible Services

Please attach the following items:

1. A one-page description of the project. Briefly state the purpose of the project and why it is needed. Be sure to include a discussion of how your project addresses the Commission's Strategic Plan; the project's expected results; and how many individuals will benefit from the project.
2. A project budget using the attached budget form.
3. A signed copy of the Disclosure Statement

Signature of Applicant

Date

Colusa County Children and Families Commission
Mini-Grant Program
Project Budget

Please use this form to categorize and itemize your project's budget. Use only the budget categories needed for your project. Be sure to include a justification for each line item you include.

Category	Justification	Total
Salary/Consultant 1. 2. 3. 4.		
Project Supplies (please itemize) 1. 2. 3. 4.		
Consumable Materials (i.e. Workbooks) 1. 2. 3. 4.		
Trainings/Conferences 1. 2. 3. 4.		
Capital Purchase (i.e. playground equipment, etc.) 1. 2. 3. 4.		
Other (please specify) 1. 2. 3. 4.		
Total		

Mini-Grant Program

Disclosure Statement

I, _____, of _____, hereby state that
Name Name of Agency

The funds being requested in this application do not supplant any existing revenue sources.

Signature

Date

Title